

Bid Items Application



NOTE: This is intended for use by non-DOT offices.

When the Bid Item Application is accessed, click the Login to BID ITEMS option, as shown below.



After Login is complete, select the appropriate type of access.

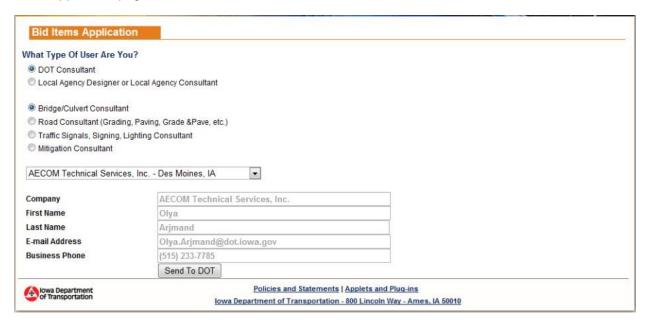


If **Designer – DOT Let Project** was selected, you will have two options.

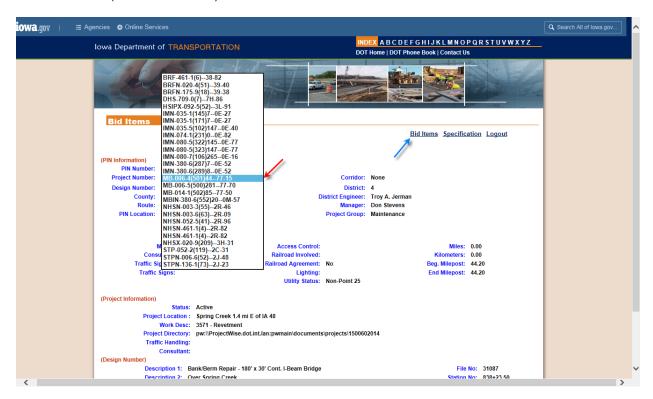


If you selected **DOT Consultant**, you will have the option to select what kind of consultant you are. In the *drop-down* selection list, select a Consultant. Then send to the DOT for approval.

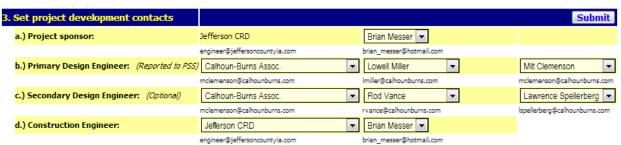
If you selected **Local Agency Designer or Local Agency Consultant** you will go directly to the Bid Items Application page.



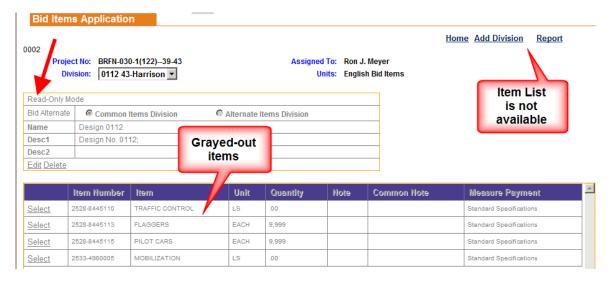
After you have been approved by the DOT, you will see the screen below. The only projects to display in the list are those that are assigned to you (see **NOTE** below). Select a Project Number from the *drop-down* selection list (red arrow below). Contact your DOT representative if your project is not in the list. *Click* the **Bid Items** (blue arrow below) button to continue.



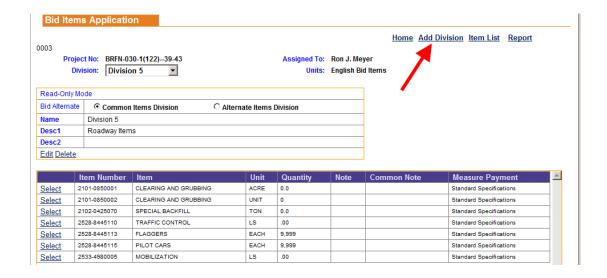
NOTE: Below is a screen shot from TPMS. If you are not listed in the project development contacts below in TPMS for a particular project, you will not be able to view the project in the Bid Items Application. Also, the email address listed in TPMS must match the email address listed in Enterprise A&A.



If a **Read Only** division is selected, the Bid Items are Grayed-out, and the **Item List** option is not available. This would be a common occurrence on a combined Bridge and Road plan.



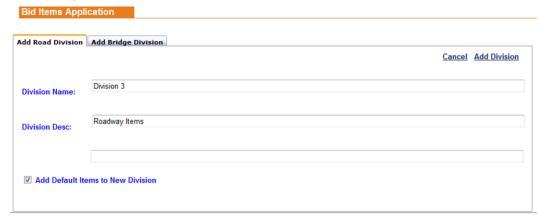
To add a Division, *click* the **Add Division** option (red arrow). Bid Item divisions provide a break-down of bid items and quantities. The main reason for this break-down is for cost tracking. A couple examples include items paid for by cities on a state project, and bridge/road item breakouts. Divisions may have duplicate items or they may not.



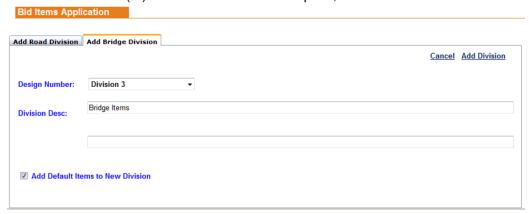
The **Add Division** dialog shown below will display. You have the option of adding a Road Division or a Bridge Division.



If you add a Road Division the Division Description will default to Roadway Items. Add an appropriate description and, as desired, *select* the **Add Default Items to New Division** check box (\Box) . *Click* the **Add Division** option, or **Cancel**.



If you add a Bridge Division and you don't have a design number the Division Description will default to Bridge Items. Add an appropriate description and, as desired, select the **Add Default Items to New Division** check box (\boxtimes) . Click the **Add Division** option, or **Cancel**.



If you add a Bridge Division and you have a design number you will see this screen.



Choose a Design number from the drop-down selection list. Add an appropriate description and, as desired, select the **Add Default Items to New Division** check box (\boxdot) . Click the **Add Division** option, or **Cancel**.

The **Default Items** for a new Division are as shown below.

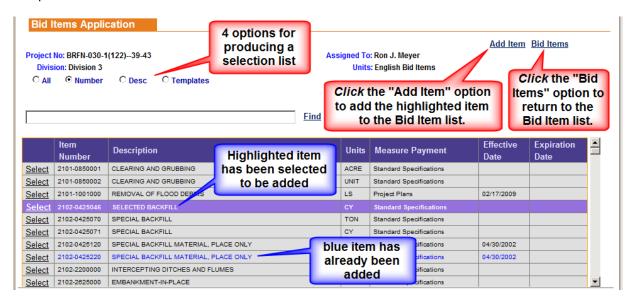


The Edit / Delete buttons are to Edit the Division Name or Description, or to Delete the Division.

To add more items to the list, *click* the **Item List** option, shown at the right.

As shown below, there are 4 options for producing a Bid Item selection list:

- 1. List All available bid items,
- 2. Enter a **Number** in the **Find** field and only Bid Items including that portion of the item number will be listed.
- 3. Enter a portion of the item description (**Desc**), such as "backfill", and only those items including the work "backfill" will be included in the list, and
- 4. Select a prebuilt **Template** of Bid Items for a specific project type. The **Templates** must be made by DOT personnel.

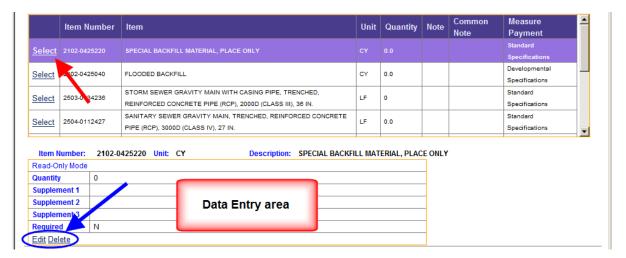


As shown above, an item must be *selected* (highlighted) before the **Add Item** option is *clicked*. After an item has already been selected (during this add session) it will turn blue. After all desired items have been selected (and are blue), *click* the **Bid Items** option to return to the Bid Item list.

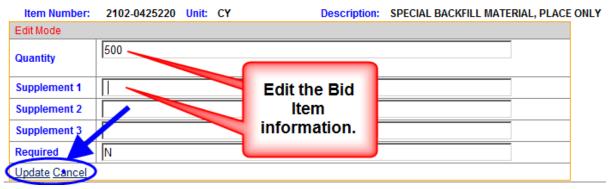
Upon returning to the Bid List, you can see the **Special Backfill Material, Place Only** item has been added, as shown below.



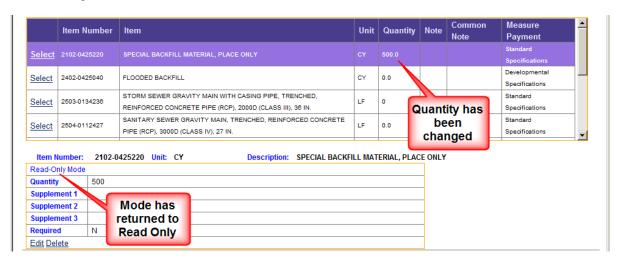
To work with an item, *click* the **Select** option to the left of the item, as shown below (red arrow). This will cause the "Data Entry area" for that item to display. To **Edit** the information for the item, *click* the **Edit** option, shown by the blue arrow. To eliminate the item, *click* the **Delete** option.



When the **Edit** option is selected, the bottom portion of the dialog changes from **Read Only** to **Edit Mode**, as shown below. Edit the fields desired and *click* either the **Update** or **Cancel** option, shown by the blue arrow below.



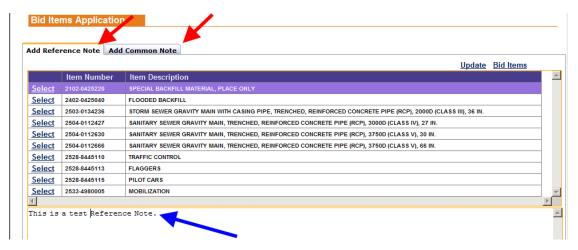
After **Update** has been selected, the change(s) are made to the **Bid List**, as shown below, and the "Data Entry area" has been returned to **Read Only** mode until a new item is selected and the **Edit** option has been selected again.



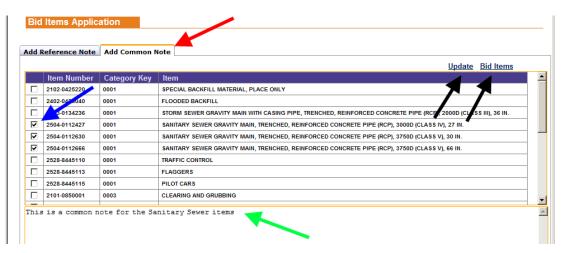
When an item in the list is selected, (as shown by the red arrow below), the **Note** option becomes available, as shown below by the blue arrow. This is for adding Reference Notes to the Bid Items.



The Reference Note dialog displays as shown below. Two options are available for notes, 1. **Add Reference Note** (to a single item), and 2. **Add Common Note** (to several items), as shown by the red arrows below. The Note is added in the Data Entry field, as located by the blue arrow.



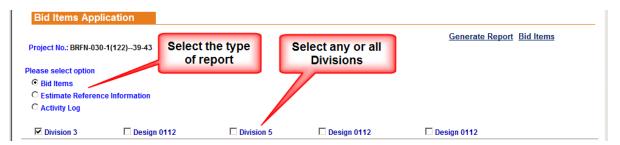
When the **Add Common Note** is *selected*, as shown by the red arrow below, check boxes (\Box) become available for each item (blue arrow). By checking the boxes and therefore selecting the items, they will all receive the common Reference Note listed, as shown by the green arrow. Click the **Update** option to make the changes, or the **Bid Items** option to return to the Bid List, (shown by the black arrows below.)



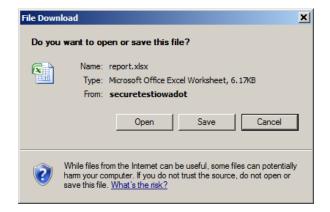
When the bid list and notes are complete, Reports can be generated by *clicking* the **Report** option, shown at the right.



As shown below, select one of the Report types: 1. **Bid Items**, 2. **Estimate Reference Information**, or 3. **Activity Log**. Select any or all of the Divisions to receive the report.



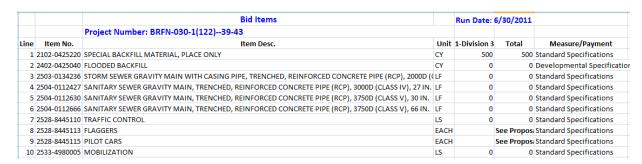
When a report is generated, the option is provided to **Save** or just **Open** the file.





NOTE: There is presently no way to automatically transfer the report data to a MicroStation tabulation file. Data in the reports shown below must be copied and pasted to the appropriate tabulation in MicroStation.

The **Bid Item** list is developed in an Excel file format, as shown below.



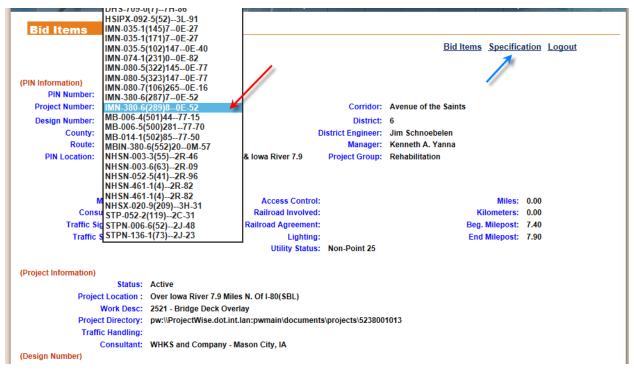
The **Estimate Reference Information** would resemble the following list.

		ESTIMATE REFERENCE INFORMATION	Run Date:	6/30/201			
	Data listed below i	is for informational purposes only and shall not constitute a basis for any extra work orders.					
No	ITEM NUMBER	EM NUMBER DESCRIPTION					
1	2102-0425220	SPECIAL BACKFILL MATERIAL, PLACE ONLY					
2	2402-0425040	FLOODED BACKFILL					
3	2503-0134236	STORM SEWER GRAVITY MAIN WITH CASING PIPE, TRENCHED, REINFORCED CONCRETE PIPE (RCP), 2000D (CLASS III), 36 IN.					
4	2504-0112427	SANITARY SEWER GRAVITY MAIN, TRENCHED, REINFORCED CONCRETE PIPE (RCP), 3000D (CLASS IV), 27 IN.					
5	2504-0112630	SANITARY SEWER GRAVITY MAIN, TRENCHED, REINFORCED CONCRETE PIPE (RCP), 3750D (CLASS V), 30 IN.					
6	2504-0112666	SANITARY SEWER GRAVITY MAIN, TRENCHED, REINFORCED CONCRETE PIPE (RCP), 3750D (CLASS V), 66 IN.					
		This is a common note for the Sanitary Sewer items					
7	2528-8445110	TRAFFIC CONTROL					
8	2528-8445113	FLAGGERS					
9	2528-8445115	PILOT CARS					
10	2533-4980005	MOBILIZATION					
		The lowa DOT will be using a unique accelerated bridge construction (ABC) design to pull off what has never been done before in lowa: test					

The **Activity Log** could resemble the following.

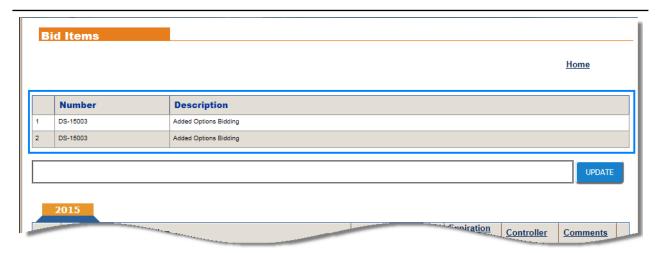
Project Number	r: N	NHSN-030-7	(160)-	-2R-57	86	
When		Who	Contract of the last	Division	Item	Action
10/18/2012 7	:57	Mortvedt,	Janet	Division 1	With Default Items	Division added
10/18/2012 7	:57	Mortvedt,	Janet	0412 57-Linn	With Default Items	Division added
10/18/2012 8	:10	Mortvedt,	Janet	Division 3	With Out Default Items	Division added
10/18/2012 8	:11	Mortvedt,	Janet	0412 57-Linn	With Out Default Items	Division added
10/18/2012 8	:11	Mortvedt,	Janet	Division 1	All Items	Delete Division
10/18/2012 8	:12	Mortvedt,	Janet	Des. 0412	Update Division	Update Division
10/18/2012 8	:53	Mortvedt,	Janet	1	2109-8225100	Item Added
10/18/2012 8	:56	Mortvedt,	Janet	2	2109-8225100	Item Added
10/18/2012 8	:57	Mortvedt,	Janet	Division 3	2109-8225100	Individual Note Modified
10/18/2012 8	:58	Mortvedt,	Janet	1	2101-0850001	Item Added
10/18/2012 9	:07	Mortvedt,	Janet	Des. 0412	All Items	Delete Division
10/18/2012 9	:07	Mortvedt,	Janet	Division 3	All Items	Delete Division
10/18/2012 9	:07	Mortvedt,	Janet	0412 57-Linn	All Items	Delete Division
10/18/2012 9	:08	Mortvedt,	Janet	Division 1	With Default Items	Division added
10/18/2012 9	:08	Mortvedt,	Janet	Division 2	With Default Items	Division added
10/18/2012 9	:08	Mortvedt,	Janet	Division 3	With Default Items	Division added
10/18/2012 9	:08	Mortvedt,	Janet	0412 57-Linn	With Default Items	Division added
10/18/2012 9	:09	Mortvedt,	Janet	0412 57-Linn	All Items	Delete Division
10/18/2012 9	:11	Mortvedt,	Janet	0412 57-Linn	With Default Items	Division added
10/18/2012 10	:18	Mortvedt,	Janet	1	2528-8445110	Common Note Modified
10/18/2012 10	:18	Mortvedt,	Janet	2	2528-8445110	Common Note Modified
10/18/2012 10	:18	Mortvedt,	Janet	3	2528-8445110	Common Note Modified
10/19/2012 8	:57	Mortvedt,	Janet	Division 1	All Items	Delete Division
10/19/2012 8	:57	Mortvedt,	Janet	Division 2	All Items	Delete Division
10/19/2012 8	:57	Mortvedt,	Janet	Division 3	All Items	Delete Division
10/19/2012 8	:58	Mortvedt,	Janet	0412 57-Linn	All Items	Delete Division
10/19/2012 8	:58	Mortvedt,	Janet	Division 1	With Default Items	Division added
10/19/2012 9	:00	Mortvedt,	Janet	Div 1	Update Division	Update Division
10/19/2012 9	:00	Mortvedt,	Janet	Div 2	With Out Default Items	Division added
10/19/2012 9	:01	Mortvedt,	Janet	0412 57-Linn	With Default Items	Division added
10/19/2012 9		-			Update Division	Update Division

To view or add specifications to the selected project number, *Select* the Project Number (red arrow) from the drop down list & *Click* on the **Specification** (blue arrow) link on the project page.

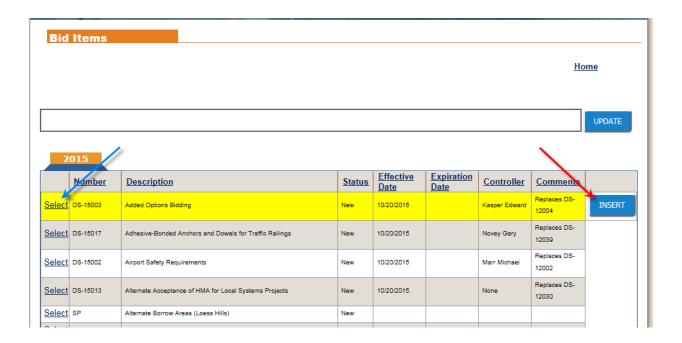


Upon entering the Specifications page there may not be any Specifications added to the Project Number yet. If there are no specifications added to the project number the area shown with the blue square below will be blank. If there are Specifications already added they will show up in a grid view giving Number & Description of the Specification.





To add a Specification to the Project Number Click on the Select text on the left side of the specification and then click the Insert button on the right hand side of the specification. The specification will highlight in yellow when it has been selected.



The specification will now appear up in the top portion of the page. **Bid Items Home** Number Description DS-15003 Added Options Bidding UPDATE Effective Date Expiration Date <u>Number</u> **Description** <u>Status</u> <u>Controller</u> Comments Replaces DS-Select DS-15003 Added Options Bidding 10/20/2015 Kasper Edward 12004 Replaces DS-

To remove a specification that has been added click in the row of the specification and a Delete button will appear on the right hand side of it. Click the delete button to remove the specification from the Project Number.

10/20/2015

Novey Gary

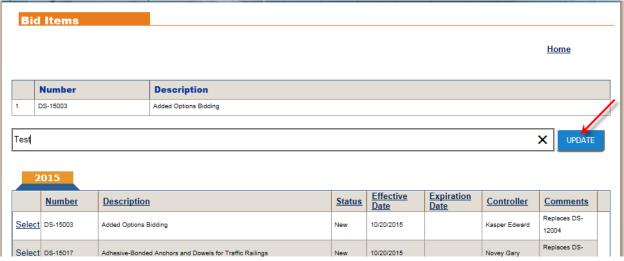
12039

Adhesive-Bonded Anchors and Dowels for Traffic Railings

Select DS-15017

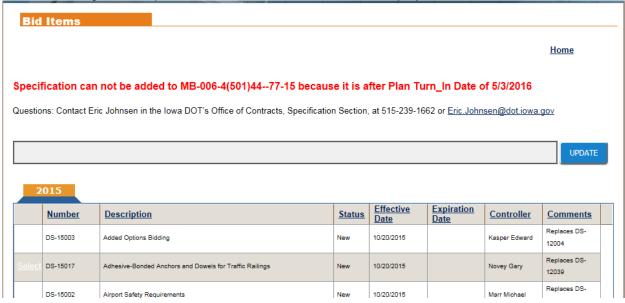


To add a request for a Special Provision, type the name of the Special Provision into the textbox next to the Update button. Click the Update button to add the Special provision request into the list of Specifications for the Project Number.



The new request is added without an official number. **Bid Items Home** Number Description DS-15003 Added Options Bidding 2 SP UPDATE Effective Date Expiration Date <u>Number</u> **Description** <u>Status</u> <u>Controller</u> Comments Select DS-15003 Added Options Bidding 10/20/2015 Kasper Edward 12004

Specifications cannot be added to a project number after the plan turn in date. If you enter the specifications page after the plan turn in date there will be a message indicating that specifications can no longer be added to this project number. The contact information for the Specifications office of the Office of Contracts is given if a specification is needed to be added to the project.



To exit the Specifications page Click on the Home button in the top corner of the page. Bid Items **Home** UPDATE 2015 Effective Date Expiration Date <u>Number</u> **Description** <u>Status</u> Controller Comments Replaces DS-Select DS-15003 Added Options Bidding 10/20/2015 Kasper Edward 12004 Replaces DS-Select DS-15017 Adhesive-Bonded Anchors and Dowels for Traffic Railings 10/20/2015 Novey Gary 12039 Replaces DS-Select DS-15002 Airport Safety Requirements New 10/20/2015 Marr Michael 12002 Replaces DS-Select DS-15013 Alternate Acceptance of HMA for Local Systems Projects New 10/20/2015 None 12030 Select SP Alternate Borrow Areas (Loess Hills) New Select SP Amended Soil New